

ST BERNADETTE  
CATHOLIC PRIMARY SCHOOL

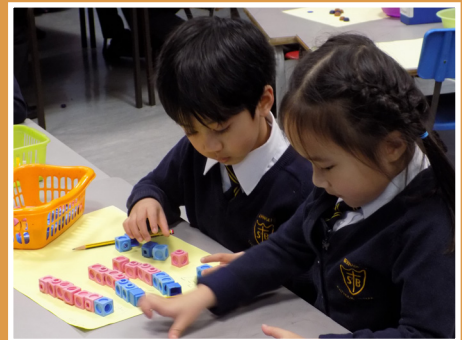


# HEADTEACHER

CANDIDATE INFORMATION PACK

# CONTENTS

WELCOME FROM THE CHAIR OF GOVERNORS	4
ABOUT OUR SCHOOL	5
OUR MISSION	6
OUR VALUES	7
HEADTEACHER JOB DESCRIPTION	8-11
HEADTEACHER PERSON SPECIFICATION	12-13
OUR SCHOOL IN FACTS AND STATISTICS	14







"Spiritual, moral, social and cultural development is promoted strongly at this school. Pupils learn about faith, contemporary world issues and social responsibility. They enjoy school and attend well."

**Ofsted 2014**



A VERY WARM

# WELCOME

FROM THE CHAIR OF GOVERNORS

Dear Applicant

On behalf of the governing board, I would like to thank you for showing an interest in applying for the post of Headteacher at St Bernadette's. I hope that you will find the enclosed pack useful in giving you a small insight into our school. I would like to take this opportunity to tell you a little more about our school and hopefully convey to you some of the reasons that make us proud to be part of St Bernadette's school community.

Our school is a warm, welcoming environment – we are proud of the strong relationships between staff, governors, pupils and parents and the wider community. There are good links with other primary schools in the area where outstanding and good practice is shared. There is strong collaboration between our sister Catholic schools within the borough and diocese. Our Mission Statement is imperative to how we all view our school – and is how everyone within school can fulfil their role based on our strong Catholic ethos.

The pupils of St Bernadette's are actively encouraged to be caring and considerate towards each other *"Pupils behave well and feel safe. They are polite, friendly and courteous"*. I hope that you will see from the enclosed pack that there are a range of activities and learning that the children are encouraged to embrace *"Pupils achieve well because they are keen to learn"*. There are many aspects of our faith that the children are encouraged to explore and relate to the wider world *"Pupils learn about faith, contemporary world issues and social responsibility"*. We are fortunate in that we have a strong and committed teaching and support staff which then helps in creating a stable environment for our pupils.

Governors are actively engaged in school life and work collaboratively with the leadership team to ensure we are fulfilling our role as a "critical friend". This is an exciting time within Catholic education as we follow the diocese vision of becoming part of the Catholic Academy Trust – of which much work has been undertaken to ensure St Bernadette's is part of this endeavour.

We are looking for somebody special, an excellent practitioner with the kind of warm enthusiasm who can motivate and inspire all around them – somebody with a clear vision, the ability to juggle the delivery of long term goals whilst making sure the day to day operation of the school runs smoothly – someone who is ambitious, has a good sense of humour and is approachable.

I hope you will take the time to visit our school where you will experience first-hand some of that which I have tried to convey to you through this letter and the attached pack. Please take the time to explore our website where you will find details of our latest reports – the school has made significant progress since these reports were published - we are always striving to improve and hope that new ideas and fresh ambition that you could bring will enable us to build upon our current success and lead us towards outstanding. Visits to school can be made by contacting Mrs Suzanne Hynes (PA to the Headteacher) on 01895 232 298.

We look forward to receiving your application.

Yours sincerely



Bernadette O'Driscoll  
Chair of Governors





# ABOUT

## OUR SCHOOL

St Bernadette Catholic Primary School is a popular and oversubscribed school. Our school population is increasingly diverse and less than 45% of our pupils are from White British families. Within our school community there is a significant minority of Filipino families and Eastern European families. The vast majority of our pupils are baptised Catholics and the Catholic life of the School was judged to be outstanding at our last RE inspection.

Our curriculum is broad and diverse. As well as a rigorous focus on the core curriculum, including well-planned curriculum fiestas designed to respond to needs identified during monitoring, cross curricular topics are used to enhance children's learning. An important part of our RE curriculum is our focus on Catholic Social Teaching across the school which has enabled our children to learn about current affairs topics including fair trade, sweatshops and trafficking as well as topics such as stewardship of the Earth.

Within school, national and international events are used to promote learning. Recent events have included our 2016 Rio Olympics music and dance festival, our own EU referendum and our annual celebration of Black History Month.

Music and PE are real strengths of the School. Music teaching is well-developed with all children learning the recorder in Year 2, the Ukulele in Year 4 and performing opera in Year 5. A Music club and 70+ strong choir is testament to the enjoyment of music within School. All children have access to high quality specialist PE teaching as well as regular opportunities to try a range of different sports, recently including BMX biking and tri-golf, and participate in PE festivals with other schools.

Our pupils are keen to learn, positive about their school and demonstrate excellent behaviour towards all. We have a very stable, well-qualified staff with low staff turnover. We have been affected by the local difficulty to recruit NQTs but have a full staff complement for September 2017.

Members of the Governing Body are experienced and committed to their role as critical friends to the school. They work very collaboratively with the Senior Leadership of the School to help continue to move the School forward.

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"Pupils achieve well because they are keen to learn and take part enthusiastically in a wide range of activities."

**Ofsted 2014**





OUR  
MISSION

St Bernadette School takes us on a journey where we learn to value ourselves and each other with **Christ** as our guide.

Caring H onest R respectful I spiring S pritual T olerant



"They have implemented some outstanding ideas especially in the area of the Common Good. This aspect of the school's Catholic life is exemplary and deserves to be disseminated across the Diocese"

Diocese of Westminster -2014

## OUR VALUES

At St Bernadette School children are taught to think, to learn, to listen, to read, to write, to know when to speak and how to speak well and to have compassion for each other.

The Gospel values of Jesus Christ are the framework by which the School operates. At St Bernadette School, we the adults share the belief that all of our children can succeed, and feel successful, and we support all of our children to help transform their lives.

At St Bernadette School we seek to give children roots to grow and wings to fly.



## WE BELIEVE..

### **... all individuals in the school should be valued**

We show care and respect for each other and exercise goodwill. We respect the religious and cultural values of others, and their privacy and property.

### **... in living our lives in school through gospel values**

We work in a Catholic community where values are clearly expressed and witnessed in all aspects of life. We see God in everyone because we believe we are all created in his likeness. Our Catholic roots and identity enable our young people to help make sense of the world in which they live and help them take responsibility for their own lives.

### **... in providing an inclusive education**

We value others for themselves, not only for what they have or what they can do.

### **... in success for all**

We encourage all in our community to achieve their goals and reach their potential. We believe everyone in our community can succeed.

### **... in educating the Whole Child**

We provide opportunities for intellectual, creative, emotional, physical and spiritual growth and development. We highlight the importance of truth, integrity, honesty, goodwill, and making and maintaining good relationships with each other.

### **... in lifelong learning**

We encourage all in our community to continuously learn through mental resourcefulness, emotional resilience and the power of reflection.

### **... that children have a right to high quality teaching**

Our qualified staff are reflective practitioners that are willing to continuously develop and improve practice.

### **... in children's right to learn - intelligence is multi-faceted**

We recognise different learning styles and teaching takes account of these different styles. Children are entitled to learn, free from distractions of those around them.

### **... in autonomous learning**

Children know how to learn and have a keenness & willingness to do so. They can identify a problem on their own or with others and break it down into manageable parts. They learn to identify the resources that are needed to solve the problem and utilise them effectively.

### **... all children should be prepared for the future**

Children have the right to be prepared for social, economic, technological, educational and environmental changes, as well as their own physical and emotional change to help them prepare for the future.

### **... all children have a right to a broad, balanced & enriching curriculum**

We have high expectations of every child and of ourselves in all subjects.

### **... in working together**

We work in partnership with parents and promote good standards of behaviour and manners across the whole school community.





## THE FIVE KEY AREAS OF RESPONSIBILITY

1. CATHOLIC PURPOSE AND IDENTITY OF THE SCHOOL
2. LEADERSHIP IN CATHOLIC EDUCATION
3. STRATEGIC LEADERSHIP
4. EDUCATIONAL EXCELLENCE
5. MANAGING THE ORGANISATION

# JOB DESCRIPTION HEADTEACHER

## 1. CATHOLIC PURPOSE AND IDENTITY OF THE SCHOOL

The Headteacher must understand the nature and purpose of Catholic education and know that their first responsibility is to establish and sustain the Catholic identity of the school and safeguard the teaching of the Church.

The Headteacher must:

- Ensure that this Catholic identity is reflected in every aspect of the life of the school, in particular in the curriculum, the day to day organisation of the school, staff development, staff and pupil relationships and the partnership between school, home, parish, local community, other schools, the Local Authority and other agencies.

This duty provides the context for the proper discharge of all other duties and responsibilities.



## **2. LEADERSHIP IN CATHOLIC EDUCATION**

The Headteacher is the leader of a Catholic educating community, and the discharge of this vital role requires a significant theological insight and vision of the development of a Catholic school.

Each Catholic Headteacher has a responsibility to:

- Develop an understanding of this leadership role through regular reading and participation in appropriate courses, together with frequent reflection.
- Provide professional leadership and management for the school to promote a secure foundation from which to achieve high standards in all areas of the school's work.
- Establish high quality education by effectively managing teaching and learning and using personalised learning to realise the potential of pupils.
- Establish a culture that promotes excellence, equality and high expectations of all pupils.

## **3. STRATEGIC LEADERSHIP**

The strategic vision and development of the Catholic school stem from the educational mission of the Church, which is reflected in the school's mission statement. The Headteacher, working with the governing body and others, is expected to draw on the person, life and teachings of Jesus Christ to create a shared vision and strategic plan, which inspires and motivates pupils, staff and all other members of the community. The vision uses Gospel values, core educational values and is inclusive of stakeholders' values and beliefs.

The Headteacher must:

- Understand and communicate the mission of the Catholic school and promote Gospel values in policy, practice and relationships, and ensure that the Religious Education programme is given full regard both in terms of classroom religious education and in the whole Catholic life of the school.
- Ensure that the vision for the school is clearly articulated, shared, understood and acted upon effectively by all.
- Be aware of their strengths, weaknesses and areas for their professional development and of how their leadership behaviours impact on others so that they can maximise their impact as a leader.
- Have a focus on improvement, setting tough objectives and take on challenges in order to achieve and be accountable for high performance throughout the school.
- Demonstrate resilience and emotional maturity when faced with the demands of the job, especially when faced with adversity and setbacks, so that they do not lose sight of their personal and organisational values.
- Draw upon their experience in education and their own lives to make sense of issues as they occur, and to create strategic solutions and be able to explain them to others.
- Recognise opportunities and implement change so that the school continues to improve in both the short and the long term, and have the ability to bring about such change with the minimum of disruption.
- Inspire and influence pupils, colleagues, governors and the community, articulating a compelling vision to create an energising learning environment for all, and to be able to modify their approach to create the desired impact and outcomes.

#### **4. EDUCATIONAL EXCELLENCE**

In a Catholic school, the search for excellence is expressed in learning and teaching which responds to the needs and aspirations of its pupils and acknowledges their individual worth as children of God. The Headteacher, supported by the governing body, has a central responsibility for raising the quality of teaching and learning and for pupil achievement, this implies enabling pupils to achieve their God-given potential, setting high expectations and monitoring and evaluating the effectiveness of learning outcomes. A successful learning culture will enable pupils to become effective, enthusiastic, independent learners, committed to life-long learning.

The Headteacher must:

- Develop their vision in the light of Gospel values and the teachings of the Catholic Church to identify the priorities which lead to improvements in teaching and learning, leading in turn to improved outcomes for all pupils.
- Determine and organise the curriculum, so there are real, relevant and planned opportunities to embed purposeful links and connections with religious education, collective worship, liturgy, prayer and provision for pupils' spiritual, moral, social and cultural development.
- Be able, as the leading professional in the school, to identify excellence in teaching and be able to demonstrate how teaching can be improved and sustained so that learning and achievement for all pupils is maximised.
- Ensure, through appropriate strategies for inclusion and diversity, that those with SEN, EAL and the more able pupils have access to a diverse, flexible and relevant curriculum, which compels us to care for the well-being of one another, on the basis of our equality as children of God, and the Gospel values of truth, justice, tolerance and service.
- Have a passion for learning and to communicate this to others to establish a climate of learning and teaching throughout the school, and ensure that every pupil has the opportunity to succeed.
- Recognise the need to build partnerships locally, regionally and nationally in order to achieve goals, raise standards and improve the education system.
- Be aware of their impact on the governing body, local parishes and the local community and use this influence wisely to improve outcomes in the school.
- Promote the notion of 'vocation' in your work, articulating and demonstrating your headship as a calling to do God's work.

#### **5. MANAGING THE ORGANISATION**

The Headteacher must provide effective organisation and management of the school and seek ways of improving organisational structures and functions based on rigorous self-evaluation. The Headteacher should ensure that the school, the people and resources within it are organised and managed to provide an efficient, effective and safe learning environment. These management responsibilities imply the re-examination of the roles and responsibilities of those adults working in the school to build capacity across the workforce and ensure resources are deployed to achieve value for money. The Headteacher should also seek to build successful organisations through effective collaborations with others.

The Headteacher must:

- Work with the Chair of Governors to enable the Governing Body to meet its responsibilities in relation to specific requirements of governance in a Catholic school regarding the trust deed, admissions, personnel and financial matters.
- Monitor, evaluate and review the work of the school to determine its effectiveness as a Catholic school.

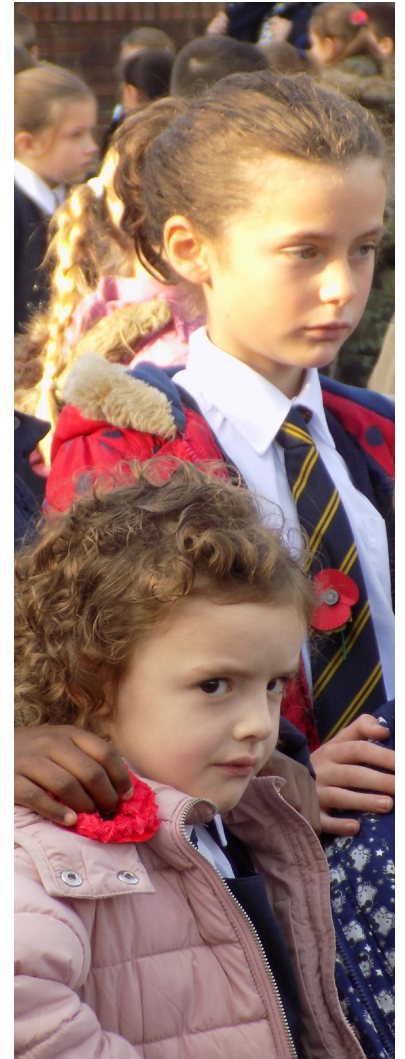


## MANAGING THE ORGANISATION CONT'D

- Deploy the resources available to ensure the school achieves its goals and to ensure that the systems and processes used to achieve objectives are subject to regular review and evaluation.
- Take responsibility for the school's performance and present that performance in a form appropriate to a range of audiences, including governors, the Diocese of Westminster Education Service, the Local Authority, the local community, Ofsted and others, to enable them to play their part effectively.
- Effectively analyse and utilise data, breaking down problems and challenges in a systematic way, in order to provide clear direction and management.
- Be able to make interventions where needed and hold others to account so as to meet expectation and sustain school improvement.
- Demonstrate a genuine commitment to developing others in a way that helps them achieve their potential and motivates them to perform at their best.

This Job Description may be amended at any time after discussion with the Headteacher, but in any case will be reviewed annually when key tasks related to the school priorities will be determined.

St Bernadette Catholic Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We follow safer recruitment procedures.



# PERSON SPECIFICATION

## HEADTEACHER

		E - Essential D - Desirable	Assessment A - Application I - Interview R - References C - Certificates
<b>FAITH &amp; COMMITMENT</b>	• Practising Catholic	<b>E</b>	<b>A R</b>
	• Ability to articulate the distinctive nature and purpose of Catholic education and commitment to developing the Catholic ethos of the school	<b>E</b>	<b>A I R</b>
	• Understanding of and commitment to the Catholic curriculum	<b>E</b>	<b>A I</b>
	• Experience of leading Acts of Worship	<b>E</b>	<b>A R</b>
	• Sound understanding of and a background in Catholic education	<b>E</b>	<b>A I R</b>
	• Awareness of the requirements of the Religious Education Curriculum Directory	<b>D</b>	<b>A I</b>
<b>QUALIFICATIONS</b>	• Qualified Teacher Status (QTS)	<b>E</b>	<b>A C</b>
	• First Degree / Teaching certificate	<b>E</b>	<b>A C</b>
	• Catholic Certificate in Religious Studies or equivalent, or be willing to undertake it	<b>D</b>	<b>A C</b>
	• National Professional Qualification for Headship (NPQH)	<b>D</b>	<b>A C</b>
	• Diploma or High Degree relevant to Headship	<b>D</b>	<b>A C</b>
	• Recent professional development relevant to senior management	<b>D</b>	<b>A C</b>
<b>EXPERIENCE</b>	• Successful and relevant experience of outstanding teaching	<b>E</b>	<b>A I R</b>
	• Senior or whole-school management at Headteacher or Deputy Headteacher level	<b>E</b>	<b>A I R</b>
	• Successful leadership of a team	<b>E</b>	<b>A I R</b>
	• Curriculum development responsibility in a core subject and/or to enable children of all abilities to be able to access the curriculum	<b>E</b>	<b>A I R</b>
	• Working with children with all abilities and those who present challenging behaviour	<b>E</b>	<b>A I R</b>
	• Effectively managing change within a school	<b>D</b>	<b>A I R</b>
	• Working in two or more schools	<b>D</b>	<b>A</b>
<b>LEADERSHIP &amp; MANAGEMENT</b>	• Understanding and experience of effective performance management procedures and government legislation that affects this area	<b>E</b>	<b>A I</b>
	• Proven success in a range of strategic roles including data management, self-evaluation and school improvement	<b>E</b>	<b>A I</b>
	• An innovator who can build and communicate a school vision of excellence and equality that sets high standards for every pupil	<b>E</b>	<b>A I</b>
	• Able to demonstrate successful outcomes from Ofsted inspections	<b>D</b>	<b>A I</b>



		E - Essential D - Desirable	Assessment A - Application I - Interview R - References C - certificates
<b>PROFESSIONAL DEVELOPMENT</b>	• An appropriate record of continuous professional development.	<b>E</b>	<b>A I R</b>
	• Ability to seek out appropriate personal development courses	<b>E</b>	<b>A I</b>
	• Keeps abreast of the latest developments and initiatives in education	<b>E</b>	<b>A I</b>
	• Demonstrates a genuine commitment to professional development and effectively manages the CPD of all	<b>E</b>	<b>A I</b>
<b>PARTNERSHIP &amp; COLLABORATION</b>	• Successfully working with Governing bodies, the Local Authority and other agencies in an effective way to bring about change and improvement	<b>E</b>	<b>A I</b>
	• Ability to build and maintain effective relationships with all stakeholders, working in partnership to enhance the education of all pupils	<b>E</b>	<b>A I</b>
<b>PERSONAL ATTRIBUTES</b>	• Possess excellent written and oral communication skills	<b>E</b>	<b>A I</b>
	• Has the ability to prioritise, plan and organise yourself and others	<b>E</b>	<b>A I</b>
	• Can work to deadlines and prioritise work streams	<b>E</b>	<b>A I</b>
	• Thinks creatively to anticipate and solve problems	<b>E</b>	<b>A I</b>
	• Demonstrates the ability to embrace and enable change	<b>E</b>	<b>A I</b>
	• Demonstrates good judgement and emotional intelligence	<b>E</b>	<b>A I</b>
	• Remains resilient, robust and calm under pressure	<b>E</b>	<b>A I</b>

St Bernadette Catholic Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We follow safer recruitment procedures.

# OUR SCHOOL

## IN FACTS AND STATISTICS

**TYPE OF SCHOOL:** Primary

**AGE RANGE:** 3-11

**STATUS:** Voluntary Aided (Application to become part of a Diocesan Multi-Academy trust is currently underway)

**DENOMINATION:** Catholic

**CO-EDUCATIONAL OR SINGLE SEX:** Co-Educational

**AVERAGE CLASS SIZE:** 30

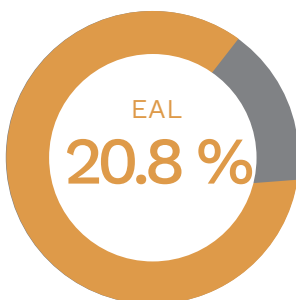
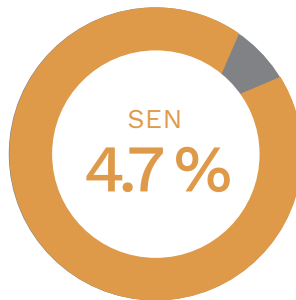
**NURSERY:** Yes

**MAIN FEEDER SCHOOLS:** Douay Martyrs, Bishopshalt, St Bernard's Grammar School

**LOCATION:** Hillingdon, Middlesex

**466**  
PUPILS ON ROLL

### CHILDREN IN THE SCHOOL WITH...



### OUR AWARDS

#### BASIC SKILLS

Achieved consistently for the last 10 years

#### GOLD SCHOOL GAMES AWARD

Achieved consistently for the last 4 years

#### PRIMARY SCIENCE QUALITY MARK

Achieved a Silver Quality Mark

#### HEALTHY SCHOOLS AWARD

Achieved a Bronze Award

### SCHOOL RESULTS

#### KS1

	WORKING TOWARDS	MET	EXCEEDED
<b>123</b> MATHS	17%	68%	15%
READING	13%	52%	35%
WRITING	28%	59%	13%

#### KS2

	WORKING TOWARDS	EXPECTED	GREATER DEPTH
<b>123</b> MATHS	19%	47%	34%
READING	20%	51%	29%
WRITING	27%	66%	7%
GPS	15%	44%	41%

### STAFF INFORMATION

**17.4**  
FTE Teaching Staff inc. the Headteacher

**11%**  
Teacher Turnover Rate (July 2017)

**NQT** **0**  
Newly Qualified Teachers